



Facility Management

PAGE NUMBER 1 of 1

DATE 05-01-96

POLICY NUMBER 02-93

SUBJECT: DISPLAYS WITHIN THE STATE CAPITOL

POLICY STATEMENT

The Facilities of the State Capitol are primarily for the operation and function of state government. All government functions shall have priority for the use of the Capitol facilities. Aside from the normal day-to-day use of the Capitol Complex for the operation of state government the following requirements will be set forth for the use of the Capitol Facilities.

1. All governmental and non-governmental entities wanting to set up a display in the Capitol Facilities must receive prior written approval from the Facility Management Office.
2. The planned display must be educational in nature and not used to promote any religious, political or other special interest agenda.
3. The sponsoring organization will assume full responsibility for the display while it is located within the Capitol Complex.
4. In order to maintain a positive appearance and public availability all displays must be well maintained and located only as authorized by the Facility Management Office.
5. All displays will be allowed to be in place for one week in duration with extensions given only with prior written approval.
6. Organizations and groups permitted to use the facilities for public display are responsible for clean up and restoration of the area used and insuring that it is restored to its original appearance prior to the display being put in place.

Signature

Date

